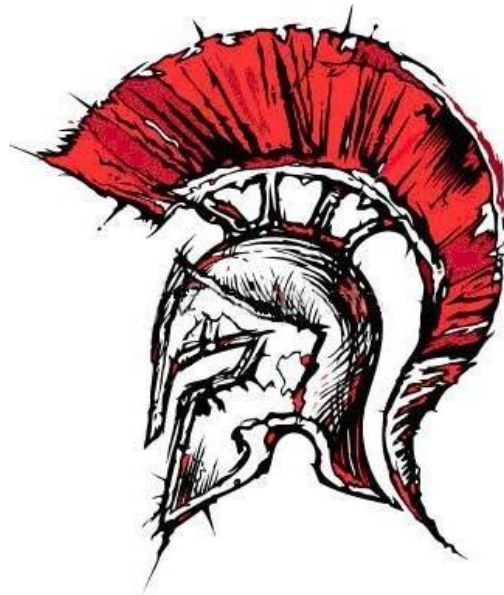


SPRING HILL MIDDLE SCHOOL



“Our mission at Spring Hill Middle School is to equip our students with the skills necessary to reach their full potential and compete in a global society.”

PARENT/STUDENT HANDBOOK 2016-2017

Brent Smith, Principal
Shannon Brayboy, Assistant Principal
Jamaal Dunham, Assistant Principal

TABLE OF CONTENTS

Welcome from the Principal	3
Faculty and Staff	4-5
Mission of Spring Hill Middle School	6
Middle School Program	6
Middle School Concept	6
Daily Schedule	7
Academic Guides	8-22
Extracurricular Guides	23-27
Student Conduct	28-43
Student and Family Support	44-61
School Calendars	62

A Welcome from the Principal

Students and Parents,

Welcome to Spring Hill Middle School, home of the Spartans and where we are the “Champions of Learning”. I am very excited about the upcoming year and all the great things that are happening in Scotland County Schools. Our mission at Spring Hill is to equip our students with the skills necessary to reach their full potential and compete in a global society. The staff at Spring Hill is committed to bringing out the very best in our students in academics, personal growth, and in athletics. I look forward to working with you to meet the needs of all students.

I ask that you review the student/parent handbook thoroughly, familiarizing yourself with Spring Hill’s policies, procedures, and important dates. Students will be reviewing these handbooks during the first few days of school. You may also access our handbook on the school webpage. I request that as parents/guardians of our students, that you become involved in your child’s education. You are our most valuable partner (MVP) in the education and growth of your children. You are always welcomed in our school!

With the hard work of our students, staff and parents, I am confident that we will meet and exceed all of our goals. On behalf of the entire Spring Hill Middle School staff, welcome to a great school year!

Sincerely,

Brent Smith, Principal

**SPRING HILL MIDDLE SCHOOL
FACULTY AND STAFF
2016-2017**

ADMINISTRATION

Mr. Brent Smith, Principal	bsmith2@scotland.k12.nc.us
Ms. Shannon Brayboy, Assistant Principal	sbrayboy@scotland.k12.nc.us
Mr. Jamaal Dunham, Assistant Principal	jdunham@scotland.k12.nc.us

OFFICE PERSONNEL

Audrey Kingston, Secretary/Bookkeeper	akingston@scotland.k12.nc.us
Lynette Gibson, Data Manger	lgibson@scotland.k12.nc.us
Janet Jacobs, Receptionist	jjacobs@scotland.k12.nc.us
Laurie Taylor, School Resource Officer	
Debbie Mears, School Nurse	dmears@scotland.k12.nc.us
Lorena Fehlman, Social Worker	lfehlman@scotland.k12.nc.us
Christina Snell, Guidance Counselor	csnell@scotland.k12.nc.us
Ruth Ann Harris, Media Specialist	rharris@scotland.k12.nc.us
Amy Locklear, Mental Health Worker	
Cab Buchanan, Attendance Liaison	cbuchanan@scotland.k12.nc.us
Jamilia Williams, Instructional Facilitator	jamilia.williams@scotland.k12.nc.us
Yvonne James, Digital Facilitator	yjames@scotland.k12.nc.us
Janet McClellan – EC Program Specialist	jmcclellan@scotland.k12.nc.us
Camille Goins- Career Development Coordinator	camille.goins@scotland.k12.nc.us
Robin Miller – Read 180	rmiller@scotland.k12.nc.us
Judy Callahan – Teacher Assistant	jcallahan@scotland.k12.nc.us
Niquetta Dockery – Teacher Assistant	ndockery@scotland.k12.nc.us
Carrie Laws – Teacher Assistant	claws@scotland.k12.nc.us
Michael Litty – Teacher Assistant	mlitty@scotland.k12.nc.us
John McLean- Head Custodian	
Preston Davis- Custodian	
Charlotte Goins- Custodian	
Eddie Lovell- Custodian	

	TEACHER	SUBJECT	ROOM	EMAIL
6th Grade Champions	Latoya Francis	Math	710	lfrancis@scotland.k12.nc.us
	Kurt Oswald	Social Studies	700	koswald@scotland.k12.nc.us
	Tod Frazer	Science	701	
	Jessica VanDeVelde	ELA	702	jvandavelde@scotland.k12.nc.us
6th Grade Charioteers	Cassandra Johnson	Social Studies	707	cassandra.johnson@scotland.k12.nc.us
	Terrell Williams	Math and Science	709	terrell.williams@scotland.k12.nc.us
	Heather Smith	ELA	706	
6th Grade Crusaders	Pam Best	ELA and Social Studies	704	pbest@scotland.k12.nc.us
	Michelle Williams	Math and Science	703	mwilliams@scotland.k12.nc.us
7th Grade Athena	Mary Locklear	Math and Science	503	mlocklear@scotland.k12.nc.us
	Laura Wheeler	ELA and Social Studies	504	lwheeler@scotland.k12.nc.us
7th Grade Apollo	Danny Gallagher	Math	506	daniel.gallagher@scotland.k12.nc.us
	Tonia Johnson	ELA and Social Studies	804	tonia.johnson@scotland.k12.nc.us
	June Nance	Science	803	jnance@scotland.k12.nc.us
7th Grade Artemis	Katie Griswold	Math and Science	801	khaislip@scotland.k12.nc.us
	Melony Gore	ELA and Science	800	
8th Grade Navigators	Victoria Henderson	Math	603	vhenderson@scotland.k12.nc.us
	Gerald Jarmusch	Science	601	gjarmusch@scotland.k12.nc.us
	John Whitehead	Social Studies	600	jwhitehead@scotland.k12.nc.us
	Donyetta Blue	ELA	604	dblue@scotland.k12.nc.us
8th Grade Voyagers	Theresa Houston	Math	608	thouston@scotland.k12.nc.us
	Carry Macy	Science	609	cmacy@scotland.k12.nc.us
	Anthony Boutwell	Social Studies	610	
	Le'Sell Davis	ELA	507	
8th Grade Equestrians	Dawn Salzlein	ELA and Social Studies	606	dsalzlein@scotland.k12.nc.us
	Stephanie Parnell	Math and Science	607	sparnell@scotland.k12.nc.us
Electives	Julie Allen	Physical Education	300	jallen@scotland.k12.nc.us
	Dan Hersey	Physical Education	300	dan.hersey@scotland.k12.nc.us
	David Knauss	STEM	203	dknauss@scotland.k12.nc.us
	Jody Odom	CTE	201	jodom@scotland.k12.nc.us
	Geraldine McNeill	CTE	501A	gmneill@scotland.k12.nc.us
	Lisa Ellis	CTE	200	lellis@scotland.k12.nc.us
	Xaveria McRae	Biotechnology	202	xmrae@scotland.k12.nc.us
	Jamie Bream	Band	205	jbream@scotland.k12.nc.us
	Jason Scott	Chorus	206	jason.scott@scotland.k12.nc.us
	Jennifer McRae	Art	208	jmcr2@scotland.k12.nc.us
	Carmen Sagastume	Spanish	501B	
Exceptional Children Resource	Dee Motz	6 th Grade	705	dmotz@scotland.k12.nc.us
	Whitney Green	7 th Grade	7 th Workroom	wgreen@scotland.k12.nc.us
	Amani Jarvis	8 th Grade	8 th Workroom	ajarvis@scotland.k12.nc.us
	Jeffrey Quick	8 th Grade	508	jeffrey.quick@scotland.k12.nc.us
	Marsharika Quick	Autistic Magnet	204	marsharika.quick@scotland.k12.nc.us

MISSION OF SPRING HILL MIDDLE SCHOOL

The mission at Spring Hill Middle School is to equip our students with the skills necessary to reach their full potential and compete in a global society.

MIDDLE SCHOOL PROGRAM

Many of you will be entering a true middle school program for the first time. Congratulations to you as you begin the second phase of your public school education. You will be a part of a wonderful middle school program entitled, “The Middle School Concept.” There are four components of the Middle School Concept: the components address the **Physical, Intellectual, Emotional and Social** needs of students. The middle school experts across the country refer to our middle schoolers global area of needs as **P-I-E-S**. The middle school concept is the foundation for Spring Hill’s Middle School Program.

MIDDLE SCHOOL CONCEPT

The Teaming Component of Spring Hill’s Middle School program will address the intellectual needs of students. Each student will be assigned to a team of teachers for math, science, social studies, and language arts. Teacher teams will drive the instructional program. Teachers use the Common Core State Standards as a teaching tool in an effort to facilitate learning and to ensure successful academic performance on the North Carolina End of Grade tests. Academic programs such as Accelerated Reader, STAR Reading, Corrective Reading, Balanced Literacy Model, and Problem Based Learning are all part of the teaming (CORE) program.

The Flexible Scheduling Component of Spring Hill’s Middle School Program allows the North Carolina Curriculum to drive programs through the teaching teams. This component will address the intellectual, social, and emotional needs of the students. Teachers may flex their schedules to allow more instructional time for a particular project, activity, or assignment as needed by the curriculum. Teachers are empowered to ensure optimum learning by maximizing their instructional time.

The Electives Component of Spring Hill’s Middle School program will address the basic instructional curriculum which includes Language Arts, Social Studies, Math and Science. Included in our cultural arts program are band, chorus, and art. Physical Education is offered to all students at every grade level. Career and Technical Education courses are also provided to students. These courses include Computer Skills and Applications, Exploring Business, Marketing, Entrepreneurship, Exploring Career Decisions, and Technology Systems (STEM labs which focus on the integration of science, technology, engineering, and math). This year we will also be offering Spanish and Biotechnology as electives.

DAILY SCHEDULE

Instructional Day

8:00 A.M.	Arrival/Breakfast
8:05 A.M. – 8:30 A.M.	Homeroom/Spartan Time
8:30 A.M. – 3:25 P.M.	Instructional Day
3:25 P.M.	Student Dismissal

School Hours

7:30 A.M. – 4:30 P.M.	Office Hours
7:55 A.M. – 3:40 P.M.	Staff Hours/Staff on Duty
8:30 A.M. – 3:25 P.M.	Student Day

Academic Guides



Report Cards and Interim Reports Distribution Dates
2016-2017 School Year
(Nine Weeks Grading Periods)

1 st Grading Period Begins	August 29, 2016
1 st Grading Period Progress Reports Go Home	September 28, 2016 (Wednesday)
End of 1 st Grading Period	October 28, 2016
Report Cards Go Home	November 2, 2016 (Wednesday)

2 nd Grading Period Begins	November 1, 2016
2 nd Grading Period Progress Reports Go Home	December 7, 2016 (Wednesday)
End of 2 nd Grading Period	January 20, 2017
Report Cards Go Home	January 25, 2017 (Wednesday)

3 rd Grading Period Begins	January 24, 2017
3 rd Grading Period Progress Reports	February 22, 2017 (Wednesday)
End of 3 rd Grading Period	March 30, 2017
Report Cards Go Home	April 5, 2017 (Wednesday)

4 th Grading Period Begins	April 3, 2017
4 th Grading Period Progress Reports	May 10, 2017 (Wednesday)
End of 4 th Grading Period	June 9, 2017
Report Cards Mailed Home	June 14, 2017

Scotland County Schools TESTING DATES
Subject to Change

1 st Semester CTE Pre-Assessments	August 29-September 2, 2016
1 st Quarter Benchmarks	October 19-27, 2016
1 st Semester Writing Assessment	November 28-December 15, 2016
2 nd Quarter Benchmarks	January 9-18, 2017
1 st Semester CTE Post-Assessments	January 13-20, 2017
2 nd Semester CTE Pre-Assessments	January 24-30, 2017
3 rd Quarter Benchmarks	March 21-29, 2017
2 nd Semester Writing Assessment	April 3-28, 2017
End of Year Testing (EOG, EOC, MSL)	May 26-June 9, 2017
2 nd Semester CTE Post-Assessments	June 5-9, 2017

SCOTLAND COUNTY SCHOOLS ACADEMIC POLICY

Policy Code: 3400 Evaluation of Student Progress

A. STATEMENT OF PURPOSE

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The board believes that it is important to ensure fair, equitable and consistent practices within the Scotland County Schools relative to grades and grading. The board further believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the guidance counselor about the student's performance and progress; and provides a system of notice which allows intervention strategies to be implemented if necessary to improve the student's performance. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

This policy provides the evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education.

Teachers will be responsible for evaluating student performance and keeping accurate records in order to substantiate a grade or assessment given in a course.

B. GENERAL REPORTING

Report cards will be issued at appropriate intervals, to be determined by the board on an annual basis. Report cards will be used to inform parents of students' progress. The report card shall be a cumulative evaluation and shall include academic achievement, attendance and other pertinent information. A standardized report card shall be used for each grade or grade span (as appropriate) throughout the county.

C. INTERIM REPORTS – K-12

Regular communication with parents/guardians by means other than formal report cards is encouraged. This communication may include the following: scheduled parent/teacher conferences, written notes, letters to parents, telephone calls, proficiency/deficiency reports, and samples of students' work. Particular emphasis should be placed on contact with parents/guardians of students who are experiencing difficulty in the school environment and/pr who are at risk of failing a course or grade.

Interim reports to parents shall be made at least once during each report card period.

To insure that parents are properly informed, teachers will maintain a record of all significant communications.

D. CONFERENCE DAYS

Conference days should be scheduled as often as possible, but no less than two days per year shall be designated as parent/teacher conference days in the school calendar. Where teacher and parents believe it appropriate, students may be included in conferences.

E. GRADES 3-12

Grading Scales

In each course, the academic grade a student earns shall reflect the student's mastery of NCSCOS content objectives and satisfaction of attendance requirements. The content grade should *not* reflect the student's conduct or social habits. Students should not be graded on student and parent behaviors (i.e. progress report signatures, student talking during a quiz, bringing needed materials for the class etc).

Academic Grading Scale for Grades 3 – 12

A =	90 – 100	Superior Mastery
B =	89 – 80	Mastery
C =	79 – 70	Progress Toward Mastery
D =	69 – 60	Partial Mastery
F =	Below 60 or excessive absences	Not yet Mastered

*Mastery is synonymous with “proficiency”; thus, a student mastering 80% of objective-based work is deemed proficient in that content area.

Grading Criteria

Standard Level Courses

- o 10% Homework
- o 40% Class work (includes class work, quizzes, etc.)
- o 50% Tests (includes unit tests, projects, common assessments, essays, etc.)

- o Teachers shall not assign group grades. Teachers shall assess the work and contributions of each individual student when grading collaborative assignments.
- o Attendance, effort, volunteering in class, lateness to class and other student compliance behaviors or disciplinary actions shall not be considered when calculating student grades unless the behaviors are specifically outlined in the student's IEP. Student behaviors shall only be reflected in the comments that teachers make on the progress reports, report cards, communicated to parents via phone calls, conferences or written communication, or handled through the school's disciplinary policies and procedures.

No Zero Policy

- For clarification purposes the following grading will be required:
 - The grade that the student receives should be entered initially; thus, entering a grade of a 50 at the end of the nine weeks as the report card grade. Progress reports should reflect the actual average at that point in the quarter.
 - If a student still has an opportunity to submit make-up work, missing assignments should be left as blanks, as opposed to 0s.
 - o If the student is not required to complete the assignment, click “Exempt” on the “Enter Marks/Comments” page.
 - o Teachers are required to utilize the automated comments in PowerSchool to indicate whether an assignment was “not submitted,” “not yet mastered,” etc.

Test Retakes

- Philosophy
 - o The purpose of an assessment is to measure a student’s mastery of an objective. While pre-determined dates are set for all assessments, it is unrealistic to believe that *every* student will master the given material in the same amount of time; however, the demands of a pacing guide require us to have a timely structure in place. Therefore, after a student takes an initial test where mastery is not yet obtained, more time may be needed to complete the mastery learning process. In this case, the student must engage in an intervention prior to re-taking a test to show mastery. Therefore, the goal of re-taking a test is not only the improved grade, but mastery of the concepts and skills.
- Opportunity
 - o In re-taking tests, there is a great opportunity for both teachers and students. Teachers have the opportunity to explore more creative ways to teach content and to address misunderstandings. Students have the opportunity to take ownership for their learning to fill a gap in understanding. Students will be able to re-take a test only once.
- Guidelines
 - o Evidence of Intervention
 - This process should be led by the teacher, but owned by the student. Intervention can take many different forms depending on the circumstances. The following interventions include, but are not limited to:
 - If less than 80% of a class has “not yet mastered” an objective, **TIER I interventions should be documented**
 - o Logistics
 - Re-takes should be administered within approximately 10 days of the original test and after the RTI process has occurred. Barriers that exist to a student being able to re-take a test should be removed. Thus, if a student is unable to stay after-school to re-take a test, teachers should make arrangements to allow the student to re-take the test before school, during class time, or during lunch. When applicable, re-takes should be

provided to the majority of the class if the majority of the class has not reached “mastery”.

o Grading

- For any re-take, a student will receive the grade of their **greatest** mastery (think SAT, EOC, EOG scoring). In other words, if they initially received a “54” and then scored a “75” on the re-take, the highest grade will be entered into PowerSchool, not the average. (*Highest grade received on a test retake of 80*)

Homework

o Policy

- Homework assignments shall be meaningful and aligned to standards being taught. They shall be directly related to the course outcomes, rigorous and differentiated based on individual students’ needs.
- Homework should be used to prepare students for subsequent lessons.
- Homework should be used as practice or review to strengthen concepts and skill development.
- Homework should be used to evaluate what students know by applying, extending or refining their knowledge and understanding through projects or other assignments.

o Amount

- The amount of homework should be appropriate to the students’ needs and abilities; moreover, the total amount of homework from all the students’ classes should be reasonable. In calculating a reasonable amount of homework, use the Ten-Minute Rule (Cooper, 2006). This rule states that a student should have approximately 10 minutes of homework per grade level. For example, a first grader should have no more than 10 minutes worth of homework; a sixth grader should have no more than 60 minutes, etc. This rule should be used as a guideline and not interpreted as policy.
- Assigning collaborative or group projects for homework can be problematic for students. Teachers who assign collaborative or group projects for homework shall do so with discretion and the knowledge of the inherent obstacles that such homework can present for our students and families for example, lack of technology or internet access at home. Teacher should adjust their expectations accordingly to reflect the best interest of all students involved.

Pass the Final Exam and Fail the Course

- Any student who passes the final exam and still has a failing grade must go in front a committee and prove that he/she has mastered at least 70% of the material as pre-determined by the content area teachers. The committees will be made up of the administration and teachers.

G. MAKEUP WORK

Students are required to make up work missed due to absences, including out-of-school suspension. Arrangements to make up the work must be made within one week of the student's return to school. All make-up work must be completed by the end of the last scheduled teacher workday for students to receive credit. Work not made up by this time shall be recorded as a grade of "50." Exceptions for students with extenuating circumstances may be allowed by the principal after consultation with the teacher(s) involved.

H. HONOR ROLL

Schools are encouraged to develop internal awards to recognize students who have made significant improvement in academic achievement. Success at all levels should be recognized and publicized as much as possible.

1. Grades 3-8

Honor rolls will be determined for grades 3-8 at the end of each grading period.

Criteria for honor rolls are as follows:

Distinguished Honor Roll – All As

A-B Honor Roll – As and Bs

Legal References: [G.S. 115C-47, -81](#)

Cross References: Goals and Objectives of the Educational Program (policy [3000](#)), Parental Involvement (policy [1310/4002](#)), Class Rankings (policy [3450](#))

Revised: February 15, 1995; April 14, 2008; July 6, 2010, April 2015, May 2016

Adopted: May 9, 2016

AWARDS/HONOR ROLL ASSEMBLIES

Spring Hill will host an Honor Roll Assembly at the end of each semester. The first semester awards will include first and second nine-week grades. The second semester awards will include an assessment of the third and the final nine-week grades. The Awards Committee will announce dates of the assemblies and they will be posted on the school's website. All teams will recognize and/or reward students for making the honor roll and for achieving other student successes. The criteria for the semester Honor Roll Awards are as follows:

A Honor Roll – Students make all A's and no grade less than an A for the nine weeks and the semester.

A/B Honor Roll – Students make all A's and B's with no grade less than a B for the nine weeks and the semester.

MEDIA CENTER

We have the full time services of a Media Specialist. Students may use the Media Center after school for use of reference materials and for new book selections. Small groups of students and individuals may use the media center any time during the day. Students who do must be assigned definite tasks by their regular classroom teachers. Please check with the Media Specialist for any use of the media center.

Books are checked out for a two week period. The checkout record will be kept under the name of the student's Language Arts teacher. A student will not be allowed to check out a book if he/she has an overdue book. Students are charged for lost or overdue books.

Students may be denied certain extra-curricular activities and privileges until lost books are returned or paid for. Students using the Media Center should follow these guidelines:

1. All students are expected to enter quietly. When talking is necessary it should be done in a whisper.
2. Before leaving the media center, students should return all reference books, magazines, and other materials used to their proper places. Chairs should be placed under the table before leaving.
3. No media materials are to leave the Media Center without permission from the media specialist.
4. Individual students using the media center must have a media pass completely filled out and signed by the teacher in charge. The Media Specialist will monitor this closely.
5. Students and parents are responsible for returning all media books, materials, and supplies. Every effort will be made on part of the school to ensure that all books and materials are secure.

Other Media Center Programs:

- Book Fairs: The Media Center will host at least one Book Fair each year. Proceeds from the fair are for print and non-print materials to be housed in the media center.
- Videos: Every video shown at Spring Hill Middle School must be obtained through the school media center.

- Internet: The Internet will be a vital part of the media program and classroom instruction at Spring Hill Middle School. The internet will be used for all curricular areas as students work on various research projects, book reports, themes, etc. Every classroom, media center, computer lab and office have internet access.

Acceptable Use Policy: All network users and their parents or guardian, if they are under the age of eighteen (18), must sign “Internet Acceptable Use Agreement” prior to being given access to the network. This policy will define the educational objectives and guidelines for use as well as unacceptable uses, which will lead to revocation of access and possible legal action.

Accelerated Reader Program: This program is a motivational reading program that encourages students to read high interest level books. Students are rewarded for reading books. A brochure will be distributed after school begins to describe the point system for rewards at the end of each 9 week grading period. *The Accelerated Reader Program* has been implemented as a part of the media curricular programs in all content areas. The media specialist will serve as the coordinator of this program. Parents will receive an accelerated reader letter periodically informing them of their child’s progress by the communication skills teachers. *The Star Reading Program* diagnostically determines the child’s current reading level. The media specialist will send a letter home to parents sharing this information.

PHYSICAL EDUCATION

The policies and procedures outlined below have been developed as a guide to the orderly and efficient conduct of the physical education classes.

1. Enter and exit through the gym door nearest the class you are leaving or reporting to. Always stay on the sidewalks and avoid walking through mud before entering the gym. Always walk around the edge of the gym floor.
2. If you have a medical problem, illness, or disability you must have a record on file from your physician. Otherwise, you will be expected to participate fully in PE.
3. Your books and clothing must be placed in the locker room and removed when you leave class. You should not leave books on the bleachers.
4. Under no circumstances are you to bring gum, food, or drink into the gym or dressing rooms. You should not bring large sums of money or expensive jewelry to your PE class. We are not responsible for valuable items lost or stolen.
5. We expect you to use appropriate language at all times and to respect each other when in competition.

Your physical education grade will be based on participation, dressing out, skills tests, and written exams.

Please report all accidents or injuries that occur during PE class to your PE teacher immediately. PE teachers are to complete a thorough follow up-by notifying the administration of the injury immediately. If an injury occurs after school hours, out of town, or while participating in a sport, the coach of the particular student is to contact the principal promptly to apprise her of the incident.

We hope that your physical education period will be one of the most ‘fun’ parts of your school day. In order that we all perform and learn at our best, your physical education instructors must insist that all of you follow all rules and procedures designed for your safety.

PHYSICAL EDUCATION UNIFORMS

Spring Hill Middle School will require students to have uniforms for P.E. class. Uniforms will need to be purchased through our P.E. department at a minimal cost to parents. We will take orders throughout the first month of school. PE Uniforms are required and the cost is \$9.00 for a shirt, \$9.00 for a pair of shorts, or \$16.00 for the whole uniform. The entire uniform (shirt and shorts) and the gym back can be purchased for \$20.00. Beginning with the second nine weeks, all students will be required to “dress out” in the school uniforms. Failure to “dress out” will affect the student’s grade in class. Sneakers will also be required for participation in class this year. Failure to bring sneakers to PE class will negatively affect students’ grades. (Students should remove all clothes from their lockers at the end of PE class. Clothes that are left behind may be removed by the staff. Locks that are not issued by the school will be removed to allow school staff to remove any remaining clothes.)

TUTORIAL PROGRAMS

PURPOSE: Spring Hill’s team of teachers and staff are committed to ensuring every student an opportunity to learn and achieve success during the regular school day as well as beyond the school day. Teachers are willing to go “the extra mile” to help all students gain success. Therefore, several tutorial programs have been designed to help meet the individual needs of each student where the needs are not met during the regular day program. These programs serve to remediate students in skills that are categorized as deficient and help students improve their overall academic performance.

Team Tutorial Program: Each team of teachers is concerned about all students and will work to ensure that all students learn and achieve success. Team tutorials are a student privilege. Therefore, each team may designate a team tutorial day, days, or times each week for all interested parents who wish their child to remain after school for tutorial assistance in language arts, math, science or social studies. Parent must provide transportation if bus transportation is not available.

MAGNET AIG PROGRAM

The Magnet Program at Spring Hill Middle School provides the opportunity for differentiated education to identified gifted students in grades 6-8 in Scotland County. The focus of our program is to offer accelerated curriculum through challenging, creative, and enriching experiences beyond the North Carolina Standard Course of Study. Classes in the Magnet Program are fast paced and concentrate on the higher-order thinking skills of analysis, synthesis, and evaluation. Students in the Magnet Program should typically have mastered “the basics” with few repetitions, allowing time for more broad projects and advanced content. Many strategies are employed to meet the learning needs and styles of the AIG students in the Magnet Program, which include Problem Based Learning, advanced levels of mathematics, and a reading program based on interdisciplinary studies.

NOTE: Students must maintain a C average in all core classes. Students that do not maintain a C average will receive a Personalized Education Plan (PEP) to assist them in improving their grades. This plan will be visited often to monitor progress.

**ACCEPTABLE USE POLICY (AUP) FOR ELECTRONIC
INFORMATION, SERVICES AND NETWORKS** Policy Code: 3240

Overview:

Scotland County Schools offers an Internet network accessible by students, teachers, staff and others. The Internet, an electronic highway, connects thousands of computers, computer networks and individual subscribers around the world. All network users and their parents or guardian, if they are under the age eighteen (18), **must sign** an “Internet Acceptable Use Agreement” **prior to being given access** to the network. This policy will define the educational objectives and guidelines for use as well as unacceptable uses, which will lead to revocation of access and possible legal action.

The Internet provides access to computer systems located all over the world. Users (and parents of users, if the user is younger than age 18) must understand that Scotland County Schools cannot completely control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The Scotland County School System does not condone the use of such materials and takes all reasonable precautions to filter access to these materials. The responsibilities accompanying freedom of speech and access to information will be taught. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Scotland County School System.

Following is a listing of Scotland County Schools’ goals regarding Internet use and examples of the types of information users will be able to access:

Scotland County Schools’ Goals:

1. To support the implementation of Scotland County Schools’ Performance Standards and the North Carolina Standard Course of Study,
2. To enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking, and,
3. To promote life-long learning.

Information accessible includes:

1. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources,
2. Telecommunications with individuals and groups around the world, and
3. Public domain and shareware software.

I. ACCEPTABLE USE

The Scotland County Schools network **may be used only** in a responsible, efficient, ethical and legal manner and **must be in support** of the educational objectives and the student behavior guidelines of the Scotland County Schools. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following:

- A. Violating copyright laws,
- B. Using threatening or obscene material,
- C. Distributing material protected by trade secret,
- D. Utilizing the network for commercial purposes,
- E. Providing political or campaign information.

II. RESTRICTIONS

Scotland County Schools has installed a software solution that provides Internet control, monitoring, and filtering. This software is the critical component of the Internet protection package since it allows valuable online Internet access while restricting access to specific unwanted categories including pornography, gambling, illegal drugs, online merchandising, hate speech, criminal skills, alternative journals, and games. The program will be updated on a regular basis to keep the restriction list as current as possible.

III. NETWORK ETIQUETTE

Users must abide by network etiquette rules. These rules include, but are not limited to the following:

- A. Be polite; rudeness is never acceptable,
- B. Use appropriate language; do not swear, use vulgarities or other abusive or inappropriate language,
- C. Do not reveal personal addresses or phone numbers,
- D. Do not disrupt the use of the network,
- E. Assume that all communications and information accessible via the network is private property.

IV. PRIVILEGES

The use of the Scotland County Schools network is a privilege, not a right. Inappropriate use by students will result in limitation or cancellation of user privileges and possible disciplinary actions under the student code of conduct. Inappropriate use by employees and others could result in disciplinary action, legal action or termination of employment.

V. DISCLAIMER

Scotland County Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Scotland County Schools network.

VI. SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Attempts to tamper with the program, to access the system under another person's name, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities, and disciplinary action will follow.

VII. VANDALISM

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected

to the network or Internet. This includes, but is not limited to uploading, creating, or transmitting computer viruses.

NOTE: A fee to repair or replace a device will be required if a student is found guilty of damaging or destroying a device.

VIII. **AGREEMENT**

1. STUDENTS

Students will not be allowed to access the Scotland County Schools network until he/she has signed Section A.1 of this Agreement Form, and if the student is under the age of 18, his/her parent must also have signed Section A.2 of the Agreement Form.

1. (STUDENTS) I, _____ (typed name or printed name), have read and understand and will abide by the Scotland County Schools' Internet Acceptable Use rules and regulations for network use. I further understand that any violation will result in the loss of access privileges and school disciplinary action.

Student Signature: _____

Student ID#: _____

1. (PARENTS) I, _____ (typed name or printed name), have read and understand the Scotland County Schools' Internet Acceptable Use rules and regulations for network use and understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my child's compliance with such rules and regulations and, hereby, give my permission for my child to use the network.

Parent/Guardian Signature: _____

Date: _____

Students will have a signed copy of this document on file at their school no later than the first grading period. Transferring or new students will have a signed copy of this document on file at their school upon registration.

**Parent/Student Release for
Photograph, Digitized Image, Video Image, Voice and Artwork**

I hereby grant the Scotland County School System the right to obtain and/or permission to use, re-use, publish and re-publish photographic pictures or digitized images of my child or in which my child might be included, in whole or in part or composite, and/or video images, and/or voice and/or artwork for educational and informational purposes. I understand that all **digital/digitized (meaning any scanned images of art or other work, digital photographic images, sound/voice files or computer generated files)** publications, presentations, web sites, and productions will be used within the school system, the community at large, and/or the World Wide Web, and that all digital images, productions, and content published on the World Wide Web therein, become the property of Scotland County Schools. I understand that a photograph of my child appearing on the approved Scotland County Schools' web pages on the Internet **will not** identify my child by his/her full name.

Parent/Guardian Signature:

Student Signature:

This signed release form is to be kept on file in the principal's office at the student's home school. Any revocation of this permission must be submitted in writing to the school principal.

Extracurricular Guides



ATHLETIC PROGRAM EXPECTATIONS AND OPERATIONS

We are pleased that many students participate in our diverse sports programs provided by our coaching staff. Our Athletic Program is a vital part of the comprehensive educational program at Spring Hill Middle School. In keeping with Spring Hill Middle's focus to educate the "whole" student, we stress programs and activities that teach and emphasize physical, educational, and social skills. Our Athletic Program is one way these skills are taught. We encourage all of our students to become involved in the athletic program and to participate in basketball, soccer, softball, baseball, football, volleyball, cross country, golf, and cheerleading.

The Scotland County Schools Board of Education requires that a student must have a physical exam before trying out for a particular team or squad. If a student is not selected to be on a team or squad, the cost of the physical is not refunded. Students are encouraged to talk to their PE teachers for physical exam details or to receive information on where to obtain a physical form.

Students participating on a team or squad may be released early from classes for off campus athletic events. The coaches will notify team members, parents, and faculty of those early dismissal times. Dismissal time for away games is variable due to distances, weather conditions, sport seasons, and transportation arrangements. All time changes for athletic events must be pre-approved by the Principal.

ATHLETIC PROGRAM PARTICIPATION ELIGIBILITY REQUIREMENTS

At the beginning of each sports season, there will be a "Meet the Coaches" Night. This will be a mandatory meeting for the player and at least one parent or guardian.

1. If a student is not promoted to the following grade at the end of an academic year, the student is ineligible to participate in the Spring Hill Middle School Athletic Program the following school year.
2. If a student is failing TWO OR MORE subjects at the end of the semester, the student is ineligible to participate in the Spring Hill Middle School Athletic Program the following semester. **NOTE: Semester failure is defined as a semester cumulative average below 60 in a subject.**
3. If a student fails ONE subject at the end of the fall semester, the student is eligible to play with the team during a scheduled season game contingent upon progress and improved performance in the class failed during the fall semester. **NOTE: Semester failure is defined as a semester cumulative average below 60 in a subject.**
4. If a student fails ONE OR MORE classes during a report card grading period during an athletic season, the student is ineligible to play with the team during a scheduled season game until marked progress and improved performance are documented in the class(es) failed for that report card grading period.
5. The student will be given a minimum of five school days to show marked progress and improved performance in the class(es) failed. During this minimum time, a student may continue to practice with the team. However, during this minimum time a student may not dress out for a scheduled season game, sit with the team during a scheduled season game, and may only attend a scheduled season game as a student spectator.
6. In order to play as a team member during a scheduled season game at the end of the fifth school day minimum, the coach must receive written notice from the teacher(s) of the

- failed class(es) stating that the student is demonstrating marked progress and improved performance. The teacher can request additional time to work on academic weaknesses.
7. If a student does not attempt to show marked progress and improved performance within this five school day minimum, the student will be removed from the Spring Hill Middle School sports team for the remainder of the season. **NOTE: Class failure during a grading period is defined as a grade average below 60 in a subject.** NOTE: Marked progress and improved performance in a class earns the student play on the team during scheduled season games only.
 8. There will be an Athletic Awards Reception at the end of year to recognize athletes who demonstrated outstanding leadership, skills, performance, and sportsmanship.

STUDENT ATHLETE EXPECTATIONS

Any student that represents the school in a public forum outside the school itself will adhere to the following expectations:

- Grades will be checked every three weeks. If a student has an “F”, the student will be suspended from representing the team or group until they have a note from the teacher stating that they have brought their grade up to passing status. The student may participate in practices, however are prohibited from games or performances. If the student cannot bring their grade up to passing status, that student may be removed from the team or group that they are participating in at that time. At the end of each semester, students who have more than one “F” for a semester average will not be eligible to participate in athletics or for other groups.
- When students are representing Spring Hill Middle School as a team member or performing group member, they are also expected to show leadership ability around the school at all times in order to help be a positive role model for the rest of the school. Therefore, undesirable discipline problems will be handled in the following manner:
 - A. 1st Discipline Referral will be a coach/leader’s discretion.
 - B. 2nd Discipline Referral will be a coach/leader’s discretion.
 - C. 3rd Discipline Referral will be an automatic removal from that team or group for the remainder of the year.
 - D. 1st Out of School Suspension will result in an automatic removal from the team or group. There may be an appeal made to the administration on this first offense.
 - E. 2nd Out of School Suspension will result in an automatic removal from the team or group. The student will also not be allowed to represent the school on any other team or group for the remainder of the school year.

Remember, being a member of a team, club, or group activity here at Spring Hill Middle School is a privilege; not a right! Our expectations are listed in order to provide students with guidance and assurance that students will be held accountable for their classroom performance and behavior.

EIGHTH GRADE FORMAL DANCE (Student Eligibility)

The Eighth Grade Dance is a student activity for a currently enrolled eighth grade students at Spring Hill Middle School.

Eighth graders must meet the following eligibility standards to attend the formal dance:

1. Pay all outstanding financial debts with the school;
2. Not accumulate ***three or more assignments in ISS for the entire year (In school suspension)*** is not eligible to attend the dance;
3. Not accumulate any ***OSS (out of school suspension)***, including attending the Shaw Suspension Center, for the entire year;
4. Pay the \$10.00 per person admission fee to attend the dance.

All other students who attend the 8th grade formal dance must be invited guests of eligible 8th grade students. Guests must meet the following criteria:

1. Must be currently enrolled in an accredited school on the date of the dance. However, students enrolled in alternative learning sites (eg: Shaw Academy) are not eligible to attend the dance;
2. Must be 13, 14, or 15 years old on the date of the dance;
3. Cannot have a record of out-of-school suspension for the current school year; and,
4. Must complete a recommendation/application from school principal.

Once a student enters the dance, he/she will not be permitted to leave without a parent or principal supervision.

FIELD TRIPS

Field Trips at Spring Hill Middle School are an extension of the classroom. Field trips have a strong instructional focus. This focus is explained to students before the field trip and is reviewed once students have arrived back to school. Students will be taught pre and post field trip lessons and activities.

Students are expected to conduct themselves as if they were on the Spring Hill campus. The students are expected to adhere to Spring Hill's Code of Conduct.

Students will not be penalized for their academic work when students are on a school sponsored field trip nor will the student be counted absent. If a student is assigned to OSS or ISS on the same day(s) of a field trip, the student will not meet the criteria to attend the field trip and any fees paid for the field trip are non-refundable. Students with extensive behavioral issues may not be allowed to attend field trips. Students who have accumulated ***three or more assignments in ISS for the entire year (In school suspension)*** are not eligible to attend overnight field trips. In addition, students who have accumulate any ***OSS (out of school suspension)***, including attending the Shaw Suspension Center, for the entire year are not eligible to attend overnight field trips.

PICTURES

Annual fall pictures for purchase and use in the yearbook will be made on **September 18, 2016**. Make up pictures for the fall pictures will be on **October 29, 2015**. Freestyle Pictures will be taken on **February 17, 2016** and spring individual pictures will be on **March 23, 2017**. **All pictures are on a pre-pay basis!**

CLUB MEETING DATES

Friday, September 16
Friday, October 7
Friday, October 28
Friday, November 18
Friday, December 16
Friday, January 20
Friday, February 3
Friday, February 17
Friday, March 10
Friday, April 7
Friday, May 5

CLUBS and ORGANIZATIONS

Battle of the Books	Student Council	Artalympics
Technology Students Association	Jr. Beta Club	Spartan News
Science Olympiad	Project PINK	Project MOVE
Cooking	Movies	Storm Chasers
Computer Games	Fitness	Art
PBIS	Yearbook	Outdoor Adventures
Spanish	Sign Language	Crafts
Helping Animals With Kindness	Dance	Just Dance Wii
African American Student Organization	Buddy Check-In	Sports Cards
Native American Student Organization	Health Occupations	Step Team
Odyssey of the Mind		

The 2016-2017 student clubs and organizations are subject to change to meet the needs of students.

Student Conduct



MORNING PROCEDURES

Car Riders and Walking Students: Students not arriving to school by bus should not be on campus before 8:00 A.M. When they arrive, those planning to eat breakfast should report to the cafeteria to be served. Any student not eating breakfast should report to their homeroom for Spartan Time. This time is valuable in supporting and enriching our students in mastering required standards and skills. Students are expected to follow the directions of any staff member on duty at all times. Students eating breakfast will receive their breakfast in the cafeteria and report immediately to their designated homeroom or Spartan Time location.

Students Arriving by Bus: Students on buses that arrive before 8:00 A.M. will remain on the bus. At 8:00 A.M., students will exit buses and report to the cafeteria for breakfast or directly to their homeroom for Spartan Time.

ASSEMBLIES

Assemblies will be held periodically in the gym or cafeteria. They are both educational and entertaining. Students are expected to demonstrate appropriate classroom behavior during programs, being respectful and attentive at all times. Students are to remain quiet while entering the gym and once the program has started.. Talking, whistling, stomping feet, booing, and disruptive and or clowning are discourteous behaviors and ***will not*** be tolerated.

1. Unless otherwise announced, students will normally report to assemblies with homeroom teachers.
2. The same rules and expectations of classroom behavior will be enforced in assemblies.
3. Students are to report to assemblies in a single file line escorted by their respective teachers. Each teacher will sit with his/her class.
4. When the assembly is called to order, students are expected to be attentive to the speaker. The principal or teacher will gain the attention of students by a raised hand that everyone can see. The raised hand will also signal and start the program. Students are to remain quiet once the program has started.
5. Excessive noise should not occur from the time students' leave their classrooms for an assembly until they return.

An order of dismissal will be given at the end of each program, as directed by the principal or his designee.. When entering and exiting, students should use the same doors for all assemblies.

BUS DISCIPLINE PROCEDURES

When a bus driver observes misconduct, a written report will be sent to the principal or designee of the school to which the student is assigned. The school should receive a written report within 24 hours of the infraction.

TYPES OF MISCONDUCT

Misconduct will be divided into two major categories:

- Level 1 Rule Violations will be classified as acts of vandalism and verbal or physical abuse of other students.
- Level 2 Rule Violations consists of acts classified primarily as disruptive in nature.

Level 1 Rule Violation

Cut seats
Writing on Seats
Broken Window
Tampering with bus or equipment
Possession/Use of Tobacco, Alcohol, or Drugs
Possession of Weapons/Firearms/Explosive Devices
Physical Abuse (fighting, pushing, tripping)
Abusive Language towards others
Opening rear bus door while bus is in motion

Level 2 Rule Violation

Disobedient or Disrespectful to the Bus Driver
Moving about while the bus is in motion
Putting head, hands or feet out of window
Inappropriate language
Throwing objects inside the bus or out of the bus window
Eating and/or drinking on the bus

Mandatory Action Taken for Level 1 Violations:

First Infraction	5 Day Bus Suspension
Second Infraction	15 Day Bus Suspension
Third Infraction	Bus Suspension for Remainder of Year

Mandatory Action Taken for Level 2 Violations:

First Infraction	Conference/Warning/Notify Parent
Second Infraction	3 Day Bus Suspension
Third Infraction	5 Day Bus Suspension
Fourth Infraction	Bus Suspension for Remainder of Semester
Fifth Infraction	Bus Suspension for Remainder of School Year

NOTE: Bus suspensions are to include both morning and afternoon routes for the regular school day.

STUDENT DRESS CODE

Scotland County School's Board of Education believes that dress and personal appearance of students greatly affects their academic performance. Therefore, at Spring Hill Middle School, students are encouraged and expected to dress in a manner that promotes safety, cleanliness, and academic success. Students will not be allowed to attend school wearing clothing or accessories that may cause any disruption in the expected daily operations of the school or classroom.

In accordance with Spring Hill Middle School's dress code:

- A. All skirts and shorts **must** meet the fingertip rule requirements in front and back; (must meet or exceed the length of your longest finger when the arm is extended down the leg)
- B. All sleeveless apparel must meet the three-finger-width rule;
- C. Undergarments (bra straps, boxers, etc.) are not to be visible;
- D. Sleepwear (pajamas, bedroom shoes, etc.) are not permitted;
- E. Bandage skirts and other tight, spandex skirts/dresses that move above the fingertip mark of measurement when walking, bending or sitting **are not** allowed;
- F. Pants, shorts, and skirts **must** be worn at the waist. **NO SAGGING**;
- G. Male shirt tails that extend below the back pockets of pants must be tucked in at all times;
- H. Headgear is **not** permitted inside the building. There may be special spirit days in which students will be allowed to wear headgear and these days will be announced to students, parents, and staff;
- I. Leggings or jeggings **may not** be worn as pants. If worn, leggings must have an outer garment that meets the dress code (fingertip length);
- J. Jeans with holes that are above the fingertip measurement **must be** worn with leggings to cover any exposed skin.

Clothing and accessories, as well as messages on clothing and accessories, **must not** be lewd, vulgar, provocative, and obscene, degrade individuals or groups, nor promote violence, alcohol, tobacco, or illegal substances.

Students may wear heavy jackets to school if they choose; however, heavy coats and jackets and/or oversized jackets (hoodies) create safety concerns. **Heavy and/or oversized jackets must be placed in student lockers while at school.** Light or fleece jackets will be acceptable to wear while in class. Students are not permitted to bring blankets to school for use in the classroom. Students who are in violation of the dress code are to report to the main office for inspection by the school administration. If a student's attire is deemed inappropriate, the student will be required to contact a parent or guardian to bring appropriate clothing to change into and will wait in ISS until clothing is bought. Students who refuse to adhere to the student dress code and safety expectations at Spring Hill Middle School will be subjected to additional disciplinary actions. Parents will be notified of dress code violations and potential solutions.

CHEWING GUM/CANDY

Chewing gum and candy tend to cause concern for Spring Hill Middle School. Though occasional chewing gum or eating candy at school is not a serious misbehavior, it becomes serious when gum and candy create consistent classroom distractions. Instructional distractions are not tolerated at Spring Hill Middle School. It is unacceptable when teachers repeatedly have to stop their instructional program to ask a student to dispose of gum or candy. It is even less acceptable when teachers are repeatedly asking the same student to dispose of gum or candy. Because of the instructional distraction created by policing gum and candy, we have strengthened our school policy regarding gum and candy on campus.

POLICY: Gum is not allowed at Spring Hill Middle School! During select times of team reward and TLC break, students may have candy on campus. The team teachers will continue to police these pre-established times for student rewards and treats. If we should find that a student is not following through on our expectations related to candy and gum, the student disciplined accordingly.

HALL PASSES

Students are not to be excused from class unless it is necessary. Excusable reasons might include a student requested by the office, requested by another teacher, or a personal emergency for the student. All excused students must have a hall pass. Only one student per one pass is acceptable. Students are not to enter into another pod or hall unless the teacher has instructed the student to do so. Students should be excused from class during first or last 15 minutes of class.

IN SCHOOL SUSPENSION

The purpose of our In School Suspension (ISS) program is to provide students with an additional opportunity to acquire basic skills and to reinforce existing skills while being disciplined for infractions of the *Code of Conduct Established by Scotland County Board of Education and the administration of Spring Hill Middle School*.

Teachers of students assigned to ISS will be asked to send assignments for that student to the ISS Coordinator and are expected to send all necessary materials, additional assignments, make-up work, and extension assignments that the student might complete.

On days assigned to ISS, students forfeit many other student opportunities and activities such as dances, TLC breaks, and assemblies, etc. Students are encouraged to follow all Spring Hill's classroom and school rules in an effort to avoid being assigned to ISS. Students will not be permitted to select OSS (out of school suspension) as an alternative to ISS. If students are assigned ISS multiple times for the same offense, they may be assigned Out of School Suspension as outlined in the Scotland County Schools discipline matrix.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)

Positive Behavior Interventions and Support (PBIS) is a support system designed to encourage students to engage in appropriate behavior. It is integrated throughout the school environment from buses to cafeteria to gym to halls to restrooms to classrooms to offices to media center. PBIS provides clear, consistent school-wide expectations in every area of student involvement, including after school activities.

- **PBIS Matrix** – The PBIS Matrix sets forth school-wide expectations for all students. Our expectations can be represented by an acronym, **R-O-A-R. Students should be Respectful, Organized, Attentive, and Responsible.** These 4 general expectations apply to all school environments. Having school-wide clear and consistent expectations helps students to know how to “do the right thing.”
- **Reinforcements and Incentives** – Positive reinforcement helps to encourage desired behaviors. At SHMS, we will reinforce our students in 2 ways: the use of discretionary tickets and the use of stamps. When teachers see a student performing positive behaviors, they can reinforce that behavior by giving that student a ticket. Also, when students have met all expectations for a class, they earn a stamp for that class period. The teacher simply stamps the student passport. Students can use tickets to enter drawings for prizes. Tickets can also be redeemed for a stamp at a rate of 4 tickets for 1 to be eligible for big events. Stamps will be required for big events such as socials, dances, movie mania, field trips, the 8th grade Dance, etc. ****NOTE:** It is the student’s responsibility to keep up with his/her passport each week. Additional passports will not be issued by the classroom teacher.
- **TLC (Tender Loving Care) Break Incentive** – Students who consistently meet the expectations of the school and their CORE team, and turn in their PBIS Passport on time may be permitted to enjoy a weekly TLC break as a team PBIS incentive. Students who do not meet the appropriate expectations, or fail to turn in their Passport on time, will not participate in TLC.

When students violate the student code of conduct, teachers will act as the primary disciplinarian. Each team is expected to develop a sequence of consequences and file these with Mr. Smith, Ms. Brayboy and/or Mr. Dunham. Each team will meet with students and parents during team planning periods to address areas of concern such as attendance, classroom performance, and student behavior. Parents will be sent a Team Letter to encourage them to attend and to request parental support for the school. Each team of teachers will keep a behavior log reflecting steps taken to correct inappropriate behavior and encourage parent involvement before referring the student to the office.

The office will:

1. Conference with student and/or parent.
2. Determine if other action is needed.
3. Take appropriate action. Assignment to ISS (in school suspension) or OSS (out of school suspension) from school is considered a last resort action.

NOTE: Each team member will execute the Team's Discipline Plan. This plan will offer consistent rules and a sense of fairness among all students assigned to the team.

Spring Hill Middle School

PBIS Matrix: Spartans ROAR

Settings & Expectations	BUS	CAFETERIA	HALLWAY	BATH-ROOM	CLASSROOM	BREAK AREA	ASSEMBLY	AFTER SCHOOL
Respectful	Use quiet voices. Follow bus driver's instructions. Keep hands and feet to self.	Use quiet voices. Show good manners. Keeps hands and feet to self.	Remain silent. Open and close lockers quietly. Report quickly to next location. Keep hands and feet to self.	Wait your turn. Use bathroom for intended purposes. Keeps hands and feet to self.	Use quiet voices. Raise your hands and wait before speaking. Keep hands and feet to self.	Use appropriate language. Share with others. Keep hands and feet to self.	Listen to speaker. Applaud appropriately. Keep hands and feet to self.	Interact positively with others. Follow adult directions. Keep hands and feet to self.
Organized	Arrive on time. Keep belongings together.	Have lunch choice ready. Keep in single file. Keep belongings together.	Walk in single file on green line on right. Keep belongings together.	Stand in line quietly while waiting.	Bring needed books/materials. Remain in seat. Keep other belongings together.	Line up promptly in single file. Keep belongings together.	Enter and exit on right. Remain seated in designated area. Keep belongings together.	Remain in assigned areas. Bring all needed materials. Keep belongings together.
Attentive	Listen for bus drivers and other staff instructions. Watch for unsafe conditions.	Listen for teacher and other staff instructions. Watch for unsafe conditions.	Listen for teacher and staff instructions. Watch for unsafe conditions.	Listen for teacher and staff instructions. Watch for unsafe conditions.	Listen when others speak. Keep eyes on speaker. Sit up straight in desk.	Watch and listen for teacher/staff signals and instructions. Watch for unsafe conditions.	Listen to speaker. Watch and listen for teacher/staff signals and instructions.	Listen for adult directions. Listen when others are speaking. Listen for ride announcements.
Responsible	Keep belongings together. Stay seated. Clean up after self. Follow dress code.	Clean up after self. Place trays and utensils in designated areas. Pick up trash. Follow dress code.	Keep lockers closed and locked. Put trash in cans. Alert staff to unsafe conditions. Follow dress code.	Flush toilets. Put trash in cans. Use water and paper goods wisely. Follow dress code.	Bring needed books/materials. Keep area clean. Follow class procedures. Show effort and participate. Follow dress code.	Gather and return equipment when finished. Use equipment properly. Follow dress code.	Enter and exit by walking quietly. Follow teacher and staff instructions. Follow dress code.	Arrange for ride home before staying. Report to departure area promptly. Follow dress code.

DISRUPTIVE BEHAVIOR (Policy Code: 4315)

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly, and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment. Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

PROHIBITED BEHAVIOR

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see **Policy 4316, Student Dress Code**);
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

Students shall not use racial epithets or obscene or vulgar language or gestures or otherwise show marked disrespect to a student, teacher, or other school employee.

Students shall comply with school regulations and with directions of teachers, substitute teachers, student teachers, teacher assistants, principals or other authorized school personnel during any period of time when they are properly under the authority of such school personnel. A student shall promptly identify himself or herself clearly and accurately upon request of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when he or she is properly under the jurisdiction of school personnel. If written identification is requested, the student may comply with legible identification.

The disciplinary consequences for violations of this policy shall be consistent with **Section D of Policy 4300, Student Behavior Policies**. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

USE OF WIRELESS COMMUNICATION DEVICES (Policy Code: 4318)

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property.

AUTHORIZED USE

Portable electronic devices have become pervasive in our society. With this pervasiveness, appropriate and inappropriate uses of these devices have become evident in schools. Understanding this dichotomy, the Board of Education recognizes the importance of regulating such devices. Therefore, the following regulations shall apply to students' use of portable electronic devices:

- Cellular telephones and personal electronic devices shall not be used by students during class time without teacher permission. These devices shall be turned off and put away while the students are in class.
- Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of other students by email or other electronic means during class. In addition, these devices, if used in academically reprehensible conduct (cheating), will be punished in accordance with **Section D of Policy 4300, Student Behavior Policies**.

Students in violation of this policy will have their devices confiscated by school officials. Students who fail to comply with a request to turn over such devices will be disciplined in accordance with **Policy 4300**. Confiscated devices shall be secured by the school administration and released only to the parent/guardian of the student. Neither the school nor the Board assumes liability for the loss of damage of these devices.

CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The disciplinary consequences for violations of this policy shall be consistent with **Section D of policy 4300, Student Behavior Policies**. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Failure to comply with a request to turn over such devices will be disciplined as a separate or additional violation of **Policy 4315**. Nothing herein should be viewed as any limitation upon school personnel to impose additional disciplinary sanctions under the Code of Student **Conduct** or applicable law, as circumstances may warrant. School administration shall use reasonable means to secure confiscated devices, which shall be released only to the parent or guardian of the student. Students, parents, or guardians shall have no expectation of privacy regarding information, data, communications, or photos present or stored in such devices. A copy of this policy shall be posted or made available in all classrooms for the benefit of the students and staff. Principals are hereby authorized to ban all student portable electronic devices from their campuses on days during which statewide, end of grade, end of course, or other similar testing will be conducted.

SEARCH OF WIRELESS COMMUNICATION DEVICES

In accordance with **Policy 4342, Student Searches**, a student's wireless communication device and its contents, including, not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

GANG RELATED ACTIVITY (Policy Code: 4328)

The board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

A. PROHIBITED BEHAVIOR

Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, “gang-related activity” means: (1) any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang;
2. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (**see Policy 4330, Theft, Trespass, and Damage to Property**);
4. requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (**see policy 4331, Assaults, Threats, and Harassment**);
5. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (**see policy 4331**);
6. soliciting others for gang membership; and
7. committing any other illegal act or other violation of school system policies in connection with gang-related activity.

B. NOTICE

The superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators, including symbols, hand signals, graffiti, clothing, accessories and behaviors. Each principal shall maintain a list of current examples and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject to discipline under this policy.

In addition, the Code of Student Conduct and all student handbooks (or such other similar materials distributed to parents and students in lieu of a student handbook) shall contain notice that (1) current information on gang-related activities is maintained in the main office at each school; (2) information on gang-related activities is subject to change and the principal should be consulted for updates; and (3) wearing or displaying clothing, hang signs, or symbols identified in the list with the intent to convey membership of affiliation in any gang may subject a student to discipline under this policy. The Code of Student Conduct and student handbook (or such other similar materials) also shall provide the addresses of websites that contain additional information identifying gang signs, symbols, clothing and other gang indicators.

In providing this information for students and parents, the board acknowledges that not all potential gang indicators connote actual membership in a gang.

C. WARNINGS/INTERVENTIONS

Before being punished for a violation of subsection A.1 or A.2, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited. Disciplinary consequences for violations of subsections A.1, A.2, and A.6, above, shall be consistent with Section D of ***policy 4300, Student Behavior Policies***. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences listed in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of these subsections.

Violations of subsections A.3, A.4, A.5 and A.7, above, are violations of both this policy and other board policies. Disciplinary consequences for such violations shall be consistent with Section D of ***policy 4300*** and the specific range of consequences listed in the Code of Student Conduct for the other board policy violated. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the student and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parent's information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

FIGHTING, BULLYING, ASSAULTS, THREATS, AND HARASSMENT
Policy Code: 4331

The board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

2. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence, or disruption. Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

3. Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyber bullying of students, employees, or other individuals on school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome, and uninvited, behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment and bullying are further defined in policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment and Bullying. Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure. For incidents of misbehavior that do not rise to the level of harassment, see *policy 4310, Integrity and Civility*, which establishes the expectation that students will demonstrate civility and integrity in their interactions with others.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of **policy 4300, Student Behavior Policies**. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher’s classroom without the teacher’s consent.

A student who is convicted under G.S. 14.458.2 of cyber bullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber bullying. The superintendent may modify the required transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student’s record.

CODE OF STUDENT CONDUCT 6-8

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Sexual Harassment (4300-B)*	Guidance referral/up to 3 days OSS	Guidance referral and up to 3 days OSS	Guidance referral and up to 5 days OSS
			ADDITIONAL OFFENSE Up to 10 days OSS/possible LTS/Expulsion
Integrity and Civility (4310)	Warning/ISS/parent conference	ISS/guidance referral	ISS/guidance referral
Disruptive/Disrespectful Behavior/Insubordination (4315)*	Warning and/or ISS and/or up to 3 days OSS	ISS and/or up to 3 days OSS	ISS and/or up to 10 days OSS
Student Dress Code (4316)	Parent conference/ISS pending correction	Parent conference/ISS pending correction	Parent conference/ISS pending correction
Use of Wireless Communication Devices (4318)	Confiscated/parent must pick up after school	Confiscated/parent must pick up after school	Confiscated/parent must pick up after school
Inappropriate Use of Computer	Warning/parent contact/guidance referral	Parent contact/guidance referral/up to 3 days ISS/OSS	Parent contact/guidance referral/up to 5 days ISS/OSS

Tobacco Products (4320)	Warning/up to 1 day ISS/ OSS/tobacco awareness	Up to 1 day ISS/OSS/ tobacco awareness	Up to 3 days ISS/OSS
Drugs and Alcohol (4325) ** (Includes Possession, Under the Influence, Paraphernalia)	Up to 10 days OSS/ possible ALT/LTS/ Expulsion	Up to 10 days OSS/ possible ALA/LTS/Expulsion	Up to 10 days OSS/ possible ALA/LTS/Expulsion
Sell or Distribute Drugs (4325)**	Up to 10 days OSS/ possible ALA/Expulsion	10 days OSS/possible ALA/LTS/Expulsion	10 days OSS/possible ALA/LTS/Expulsion
Gang Related Activity (4328) *	Up to 10 Days OSS/ possible ALA/LTS/ Expulsion	Up to 10 Days OSS/ possible ALA/LTS/ Expulsion	Up to 10 Days OSS/ possible ALA/LTS/ Expulsion
Theft, Trespass and Damage to Property (4330) *	Warning Up to 3 days OSS/Restitution	Up to 5 days OSS/Restitution	Up to 10 days OSS/Restitution/ possible ALA/LTS/expulsion
Fighting, Bullying, Assaults, Threats and Harassment (4331) *	Up to 10 days OSS/ALA/ possible LTS	Up to 10 days OSS/ALA/ possible LTS	Up to 10 days OSS/ALA/ possible LTS
Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety (4333) **	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension	1 – 10 days OSS/possible ALA Follow mandated consequences by law/365 Day Suspension

*** Law Enforcement may be notified**

**** Law Enforcement shall be notified
(Parental contact must occur on all offenses)**

Student and Family Support



STUDENT ATTENDANCE

Policy Code: 4400 Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Such records will be maintained by the classroom teacher, principal and Data Manager. Absences must be reported to the Data Manager. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

B. ATTENDANCE STANDARD

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, a student must attend a specific class a minimum of 50 percent of the period in order to be counted present for the class.

C. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian or an on-line Student Absence Explanation Form, available on the school's home page, completed by the parent or guardian must be presented to the school on the day returning after an absence. Absences due to extended illnesses will require a statement from the physician. If the student does not present a note, written or electronically, within five days, the absence will be coded as unexcused.

The school will code absences in accordance with state guidelines, which provide that an absence may be coded "excused" for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. pregnancy (and related conditions) or parenting, when medically necessary;
6. participation under subpoena as a witness in a court proceeding;
7. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal. Out-of-school suspensions will be counted as a lawful absence

for attendance record-keeping purposes.

8. When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page;

9. LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.

The conditions under which the local schools may approve excused absences are:

- (1) The parent must submit the request for the absence in writing;
- (2) The absence is pre-approved by the principal;
- (3) Missed work is completed and turned in within the school's allotted time period.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. School-related activities must be approved in advance by the principal. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadowing and other work-based learning opportunities, ([G.S. 115C-47](#) (34a));
3. school-initiated and scheduled activities;
4. athletic events requiring early dismissal from school;
5. CTE student organization activities approved in advance by the principal; and
6. in-school suspension.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to arrive at school on time and be present at the scheduled starting time for each class. Students who are

excessively tardy to school or class may be assigned in-school suspension at the discretion of school administration for up to two days for such offenses.

1. Compulsory Attendance Law Reporting

The principal will notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences. Students may be suspended for up to two days for truancy.

- a. After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.
- b. After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. Once the parents are notified, the school social worker may work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620](#), Extracurricular Activities and Student Organizations.

Legal References: [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 to -383](#), [-390.2\(d\)](#), [-390.5](#), [-407.5](#); [16 N.C.A.C. 6E .0102](#), [.0103](#); State Board of Education Policies Number TCS- L-000, -002, -003

Cross References: Extracurricular Activities and Student Organizations (policy [3620](#)), Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#)), Short-Term Suspension (policy [4351](#))

Revised: October 15, 2007; June 30, 2008; October 15, 2008; September 30, 2010; March 31, 2011; June 16, 2011; March 28, 2013; March 31, 2015; September 15, 2015

Adopted: February 8, 2016

BREAKFAST/LUNCH PROGRAM

Scotland County Schools with Board of Education approval has decided to participate in the Community Eligibility Provision, part of the Healthy Hunger Free Kids Act of 2010. The overall purpose of the CEP is to improve access to nutritional meals for students by providing meals "at no cost" to all students. CEP is a four year reimbursement option for eligible LEAs and schools. Scotland County Schools will evaluate and determine participation on a yearly basis.

EARLY DISMISSAL OF STUDENTS

All students are expected to remain in school from 8:30 A.M. – 3:25 P.M. unless an emergency requires that they be checked out early. Regular doctor or dental appointments are encouraged to be scheduled outside of school hours, on teacher workdays, holidays, or other non-school days whenever possible.

When a parent needs to check a student out early, the following procedures are in order:

1. The student must bring to the office a note signed by the parent/guardian stating the date, reason, and time the parent will pick up the student. A telephone number must be included for verification.
2. The parent/guardian must come in the office to sign the student out and verify his/her pickup.
3. The student will not be released to anyone other than the parent/guardian without official confirmation from the parent. This confirmation includes a signed note with a copy of government issued identification. Parents may list on the verification of address form the people who can sign students out.
4. The student will remain in class until the parent arrives for pickup. We are concerned about the physical, intellectual, emotional, and social welfare of our children. Therefore, it is most important that all students remain in class.

GUIDANCE

Students must have written permission from the teacher or an appointment slip from the counselor to be seen by the Guidance Counselor.

The guidance office will be open for students at 8:30 A.M. The counselor is available to assist students, individually or in groups, with personal problems, academic concerns, or career planning. Student groups are organized to examine social issues and problem solving strategies. School, home, and related situations are explored in an environment in which the students share ideas and experiences with their peers. The groups meet once a week during electives.

Parents are invited to contact the counselor at (910) 369-0590 whenever they feel the need for information or to request help for a student. The counselor will consult with parents or arrange a consultation with teacher-parent/counselor-student as the need arises.

ENROLLMENT AND WITHDRAWAL

A parent or guardian must accompany students who enroll after the beginning of the school year. Generally, students and parents complete enrollment applications and return the following day to receive the student's schedule and begin classes.

The following procedures must be completed:

1. Complete an enrollment form.
2. Provide proof of residence (phone bill and light bill).
3. Provide proof of immunization within 30 days of enrollment. Students who do not present proof of vaccination will be suspended.
4. Provide a current report card or academic record from the previous school.
5. Provide a withdrawal from the previous school.

Students who are withdrawing from school must complete the following procedures:

1. Complete a withdrawal form.
2. Parent signs withdrawal form.
3. Media Specialist signs form/ checks for library books.
4. CORE and Elective Teachers sign form/checks for missing books.
5. PowerSchool Data Manager prints reports for withdrawal.

HEALTH AND DISEASES

State law requires that a booster dose of tetanus/diphtheria/pertussis (Tdap) is required for individuals attending public school who are entering the seventh grade on or after the 2016-2017 school year. The requirement is for one dose of Tdap (tetanus, diphtheria, pertussis) and one dose of meningococcal conjugate vaccine, for all children entering the 7th grade who have not already received it.

How long does the child have to provide their Certificate of Immunization? The parent(s), guardian or person in loco parentis has 30 calendar days from the first day of attendance to present the required up-to-date immunization record for the child. After 30 calendar days have passed, if the child is still not in compliance, the child will not be permitted to attend the school until the required immunization has been obtained.

HEALTH INFORMATION

Food Brought into Schools from Non-Commercial Sources

The North Carolina Department of Health and Human Services has issued a list of guidelines that the Scotland County Board of Education has endorsed. The guidelines have been summarized below. If you have any questions, please see Mr. Smith, Ms. Brayboy or Mr. Dunham before serving non-commercial food items to students at Spring Hill Middle School. We would suggest that, in general, schools should not allow anyone to bring in foods from non-commercial sources.

High-risk foods are foods of animal origin (eggs, meat, milk, etc.). Additionally, the number one cause of foodborne illness in the United States, year-after-year, is improper temperature control. Foods that need refrigeration or are not “hot-holding” carry the most risk.

Under no circumstances should any school allow the following food items to be brought in from homes:

- Ground beef products
- Venison in any form
- Unpasteurized milk or juices or products made with unpasteurized milk (such as butter, cheese, or ice cream), as these foods have traditionally been involved in E. Coli outbreaks.

Since some homemade foods carry a lower risk, the following drier foods could be accepted with relatively small risk for classroom parties:

- Cookies
- Cakes with commercial frosting (avoid cream fillings)
- Fruit pies (avoid cream and custard pies and pastries)
- Breads not containing pieces of fruit or vegetables
- Canned, bottled, and boxed drinks

Any fresh fruits or vegetables brought in should be from commercial sources and washed thoroughly before being eaten or fruits from which the peel is removed prior to eating (banana, tangerines, etc).

HOMEBOUND SERVICES

All hospitalized/homebound students are to be included in the ADM (average daily membership) of the school to which the student is assigned. Even when the student is physically unable to attend school for the entire year, the student will be included in the ADM of the school that he/she would have normally attended. The student’s name must be included on a homeroom roster. The homeroom teacher and regular classroom teacher(s) shall record the student as “PRESENT” for the duration of the hospitalized/homebound period.

The homebound teacher will record attendance for each scheduled session. The Data Manager should report to the student’s teacher any absences that occur during the hospital/homebound period. Following each absence, the Data Manager will contact the parent and/or student to determine the reason for the absence and/or to determine if any changes in service delivery

are needed.

Following 3 cumulative/consecutive absences, the Data Manager will request the services of the school's attendance liaison. The Data Manager will share this information with the case manager. The EC Director should be notified by the case manager of any student who misses 3 sessions (cumulative or consecutive). If the student is absent 2 additional sessions, the case manager must contact the EC Director who will send a registered letter to the parent and/or student stating that the student has missed 5 sessions and that the parent and/or student need(s) to contact the EC Director to determine how and when future sessions will be provided.

The case manager should notify the EC Director if a student remains absent after the approved hospitalized/homebound period has expired.

LOCKERS

Each student will be issued a lock and a locker. Students will not be allowed to use personal locks on school lockers, nor will students be permitted to share lockers. If the lock is damaged beyond repair or lost, a fee of \$7.50 is charged for the lock. The student will not receive another lock until all fees are paid.

If school authorities have reason to believe that a locker assigned to a student is being used for unlawful purposes, a search may be conducted in the presence of the student. Lockers should be locked at all times. **If illegal property is discovered in the search, the contents will be turned over to proper authorities. Students should not use an assigned locker for any reason other than the protection of property to be used during a normal school day. The principal or his designee will periodically search student lockers.**

Random Locker Searches Will Be Held: The Assistant Principal and SRO will conduct the searches as a monitoring strategy. This strategy is in support of Spring Hill Middle School's safe school plan.

MEDICATIONS AT SCHOOL

Prescription and non-prescription oral medication **CANNOT**, by state law, be given to students without parent permission and a written physician's order. If a student is required to take medication during school hours, the student's physician must complete the **Physician's School Medication Form** and shall include the following information:

1. Student's Full Name
2. Name of Medication
3. Times to be administered
4. Dosage
5. Possible Side Effects (if significant)
6. Termination date for administering the medication

The Physician's School Medication Form is available in the school office or from the school nurse.

NOTE: Parents should bring any medications that need to be taken during school hours to the front office. Medications should be given to either the office personnel or the school nurse. **No medications (except asthma inhalers) should be transported by the student via the school bus.**

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization exists to promote the welfare of the students in our community. Parents are encouraged to support our school's PTO as they seek to support an improved quality of education for all students at Spring Hill Middle School. A schedule of PTO meetings and activities will be announced. We encourage all parents to participate in the PTO!

PARENT/TEACHER CONFERENCE DAYS

Parents and students are encouraged to participate in the Parent Teacher Conference Days scheduled for **October 6, 2016 and February 23, 2017**. If the parent-teacher conference day is an inconvenient time for a meeting, parents should feel free to call the school and reschedule a more appropriate time to conference with their child's teachers.

The Parent Teacher Conference Days are set aside in the school calendar by the Scotland County Board of Education to generate time for personal contact between teachers, parents, and students to review their child's progress. Conferences should not be scheduled during class time when they would deny others the right to their education. However, each team of teachers will be scheduling parent conferences as needed during the team's planning period. This process will create an avenue for continuous communication.

SCHOOL RESOURCE OFFICER

Spring Hill Middle School has a full time resource officer employed by the Scotland County Sheriff's Department. The SRO is on duty from 8:00 A.M. – 4:00 P.M. daily. Please feel free to contact the SRO at (910) 369-0590 ext. 6051. We may have additional officers on campus at various times during the school year or at special events.

STUDENT RECORDS

The Federal Family Educational Rights and Privacy Act (The Buckley Amendment) requires that the parent/guardian be informed of access rights to educational records. The school maintains a cumulative educational record on each student. This record contains important information such as personal data, a health record, and attendance reports, standardized test results and subject area grades. Each parent/guardian meeting the criteria shall have access to the school records of his/her child.

TELEPHONE USE

Classroom telephones are to be used by teachers only. However, students will be granted permission to use the telephone only in case of an emergency as approved by the classroom teacher.

Incoming telephone messages for students will not be delivered during the instructional day. Students will be called to the office at 3:20 P.M. before leaving school to pick up messages. Only the principal or his designee can make exceptions to the rule regarding telephone use. *Arrangements for after-school activities should be made a day in advance.* Parents are encouraged to call teachers at a time when they are not in class, e.g., planning periods.

TITLE ONE PROGRAM

Spring Hill Middle School operates as a school wide Title 1 Program. There are six elementary and two middle schools in the district with this distinction. Title 1 grants provide financial assistance to supplement services to improve the teaching and learning of students. Ten components must be addressed in order to obtain funding under this federally funded program. One of the components includes parent involvement. As a parent in a title one school, you have certain rights available to you. Please contact the school if you have any questions or would like more information about any of the topics.

As required by the No Child Left Behind Act (NCLB) of 2001, Title 1 Part A.

Information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualification of your child's teacher and/or teacher assistant
- Professional development opportunities for teacher and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- Scotland County System Report Card
- Notification if your child is being taught by a teacher who is not highly qualified for more than six consecutive weeks.

TRANSPORTATION

(Bus, Car, and Walkers)

Students living outside a 1 ½ mile radius of the school can be assigned to ride a bus. Students who are transported to school by a parent are to arrive at Spring Hill Middle School before 8:20 A.M. Walkers and students riding the school bus are expected to arrive at school **no earlier than 8:00 A.M. Adult supervision will not be in place until 8:00 A.M. Therefore, the school cannot accept responsibility for students who arrive earlier than 8:00 A.M.** All students must ride their assigned bus unless they have a note from the parent approved by the principal or assistant principal to change their assigned bus. These notes must be presented in the office before noon to the assistant principal and contain a parent's signature. Mr. Dunham, Assistant Principal, may also make a phone contact to the parent(s) for verification.
Riding the bus is a privilege afforded to students. Associated with the privilege is the responsibility for each student to follow these directions. Failure to follow one or more of the following guidelines may result in the student being removed from the bus and/or denied bus transportation.

When meeting the bus, passengers should:

1. Be on time.
2. Stand on the side of the highway and in no way interfere with traffic.
3. Wait to cross the road until the bus has arrived and stopped with the stop sign out and the door of the bus open.
4. Wait their turn while getting on the bus.

On the bus, passengers must observe **regular classroom conduct** and any other rules established by the school system. The following rules should also be observed:

1. Remain in assigned seats at all times.
2. Remain quite so not to disturb the driver.
3. Keep all body parts inside the bus.
4. Remain seated while the bus is moving.
5. Keep the bus clean and sanitary.
6. Never use profanity or indecent language.
7. Never damage or deface the bus.
8. Eating and drinking is not permitted on school buses.
9. Do not bring animals or projects too large to be held in your lap.
10. Keep book bags and band instruments out of the aisle.

Conduct Expectations on School Grounds:

Students are expected to conduct themselves in an orderly manner when getting off buses and during movement to either the gym or the cafeteria.

VISITORS ON CAMPUS

At Spring Hill Middle School, all visitors are welcome. Visitors must report to the office to sign in/out and acknowledge their presence on campus. The principal is responsible for the supervision and care of students and staff assigned to school. Persons other than students or staff who visit the campus during normal school hours are to report directly to the front office, identify themselves, and state the purpose of their visit before proceeding to any other part of the campus. Visitors who are approved to be on campus will be given a visitor's pass to wear during their stay on campus. Before leaving the campus, visitor are to return the identification badge to the office and sign out. Signs stating these requirements are displayed prominently on campus. These requirements may not apply on those occasions when large numbers of visitors are invited to come to the school campus for a school-sponsored event.

With respect to classroom instructional time, the possibility of disruption or distraction must be minimized. Students, particularly younger children, are often distracted by the presence of adults in their classrooms other than instructional staff. Accordingly, persons other than parents, guardians, staff members, administrators, or board consultants will normally be allowed to visit classrooms during instructional time; such visits may be subject to significant limitations in order to adequately facilitate the learning process. A safe and orderly environment that is free from unnecessary interruption and distractions will be maintained. **Violators of this policy may be prosecuted for trespassing.**

In addition, the following requirements apply:

1. Any staff member who sees an individual on school property who has not received proper permission must either direct the individual to the administrative office or notify the principal depending on circumstances.

2. Students should notify a staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or his or her own observation of such behavior.
3. An individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, will be prohibited from attending any other events sponsored by the school district for the remainder of the school year.
4. Examples of disruptive or disorderly behavior prohibited under this policy include, without limitation the following:
 - Being present on school property while under the influence of alcohol or drugs or both.
 - Taunting, threatening, intimidating, or verbally attacking students or staff.
 - Refusal to comply with reasonable requests or directions from school staff or administration.

Legal References: G.S. 14-132-132.2, -159.11, -159.12, 159.13, 115C-523, -524, -526

WEATHER CONCERNS

Whenever the likelihood of inclement weather (ice or snow) exists, school administrators maintain close contact with the city police, the highway department, the North Carolina Highway Patrol, the Scotland County Sheriff's Department and officials from surrounding school districts. The decision to cancel school or open school later than normal is made as early as possible. Such decisions are generally made by 6:00 A.M. and our local media is notified immediately. The Superintendent makes the decision.

Information concerning school operation in inclement weather will be announced to the following:

Radio:

WLNC, (1300 AM)
 WAYN, Rockingham (900AM)
 WZFX, Fayetteville (99.1FM)
 WKML, Fayetteville (95.7FM)
 WQSM, Fayetteville (98.1FM)

TV:

WBTW Channel 13 in Florence
 WRAL Channel 5 in Raleigh
 WTVD Channel 11 in Durham
 WECT Channel 6 in Wilmington

Local radio stations are always notified first. Because telephone lines are crucial during these times, parents and students are urged not to call school, central office, or radio stations to ask about school closings. If no public media announcement is made, the assumption is that school is operating on a regular schedule.

When sufficient warning is given concerning tornadoes, schools will be notified and possibly closed with all students directed to go straight home.

Weather announcements will be made through the Scotland County Schools messaging center (Blackboard Connect). In order to receive these announcements via telephone, we must have your current phone number. In the event your phone number changes, please notify the school.

ATTENDANCE POLICY/TARDIES

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

1. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Such records will be maintained by the classroom teacher, principal and Data Manager. Absences must be reported to the Data Manager. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

2. ATTENDANCE STANDARD

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, a student must attend a specific class a minimum of 50 percent of the period in order to be counted present for the class.

3. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian or an on-line Student Absence Explanation Form, available on the school's home page, completed by the parent or guardian must be presented to the school on the day returning after an absence. Absences due to extended illnesses will require a statement from the physician. If the student does not present a note, written or electronically, within 5 days, the absence will be coded as unexcused.

The school will code absences in accordance with state guidelines, which provide that an absence may be coded "excused" for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Pregnancy (and related conditions) or parenting, when medically necessary;

6. Participation under subpoena as a witness in a court proceeding;
7. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal. Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.
8. When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page;
9. LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.

The conditions under which the local schools may approve excused absences are:

1. The parent must submit the request for the absence in writing;
2. The absence is pre-approved by the principal;
3. Missed work is completed and turned in within the school's allotted time period

D. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. School-related activities must be approved in advance by the principal. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadowing and other work-based learning opportunities, (G.S. 115C-47 (34a));
3. school-initiated and scheduled activities;
4. athletic events requiring early dismissal from school;
5. CTE student organization activities approved in advance by the principal; and
6. in-school suspension.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to arrive at school on time and be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be assigned in-school suspension at the discretion of school administration for up to two days for such offenses.

1. Compulsory Attendance Law Reporting
The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

- a. After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.
- b. After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. Once the parents are notified, the school social worker may work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.
- c. After 10 accumulated unexcused absences in a school year, the principal shall review any reports to or investigations produced by the school social worker pursuant to G.S. 115C-381. The principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not met his/her obligations, the principal or designee may notify the district attorney. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the principal determines that the parent has met his/her obligations, the principal may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Middle School

As a local promotion standard, a middle school student may not miss more than 10 days of school a year or must be present more than 94.4% of the days he/she is enrolled in middle school. The student must make up time for each day of absence over 10 days during the school year. When a student accumulates more than 5 absences, he/she may begin to attend make up sessions/days as designated by the school. Makeup sessions/days could include before and after school learning labs, workdays, and summer school.

For the purpose of promotion and retention, 5 tardies and/or early dismissals equal one day's absence. When a student has been absent for more than 10 days and has failed to make up the time missed, he/she will be referred to the principal/designee as a candidate for retention. The principal/designee will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the local promotion standard.

If the student has accumulated more than 10 absences and has not made up the required time by the end of the last grading period, he/she will be retained in the current grade. The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, such as summer school. If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

Parents/Guardians who feel that extenuating circumstances have resulted in their child missing more than 10 days may request an attendance waiver through the school attendance committee. Waiver requests must be submitted within 5 days of return to school. The committee will review the waiver requests and determine if the student must make up the missed days.

Attendance at Middle School is for the purpose of obtaining an education. Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. Excused tardies are accepted only when accompanied by a written note for reasons listed below. Tardiness due to traffic is not an excused tardy.

1. Personal Illness
2. Death in the immediate family
3. Medical appointment as verified in writing by the physician or his/her designee
4. Miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority
5. Court summons
6. Religious holiday
7. Tardy that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom and permitted only if a comparable opportunity will not be available at a time other than during school hours. The principal shall determine if the amount of time missed is of reasonable length. This tardy must be approved beforehand.

TARDY POLICY

Students arriving at school after 8:30 A.M. must sign in the office and present a valid reason for tardiness. Should a student continue to be tardy, the student will be referred to the attendance liaison for counseling. Should the problem continue, the administration will be notified for further investigation and resolution, and/or disciplinary action. See Attendance Policy on pages 46-49.

School starts promptly at **8:30am**. Below are consequences for unexcused tardiness:

1st Tardy-Verbal warning

2nd Tardy-Tardy letter sent home via student

3rd Tardy-Parent will be called by teacher and notified that student will serve 1 full period of ISS assigned by the teacher for the next class period.

4th Tardy-½ day ISS - Assigned by Administration

5th Tardy-All day ISS - Assigned by Administration

6th Tardy-Parent Conference Required

NOTE: The Tardy Policy will start over at the beginning of each 9 Week Grading Period.

Dear Parents and Students:

We would like to take this opportunity to say welcome back to school, and to introduce you to the Child & Family Support Team at Spring Hill Middle School.

The CFST consists of the School Social Worker and the School Nurse. We work together with the administrators, guidance counselor, teachers, students and family members here at SHMS to help those children who are at risk of academic failure and/or out-of-home placement. Our focus is to identify barriers within a student's life, which may hinder them from becoming academically successful. Such barriers may include issues at home, within the family, health concerns, social behaviors, legal issues, or emotional support.

Our guiding principle is One Child, One Team, and One Plan. The CFST serves as the liaison between the home, school and community in providing direct as well as indirect services to students, families, and school personnel to promote and support our students' academic and social success here at SHMS. Services are individualized, strength-based and family centered.

On behalf of the CFST, we hope to be able to work closely with our students and their families to make this school year an academic success for everyone. If you have any questions, concerns, or feel that the CFST may be of service to you and your child, please call the school at (910) 369-0590.

Sincerely,

Child & Family Support Team
Lorena Fehlman, School Social Worker
Debbie Mears, School Nurse

Scotland County Schools

2015-2016 School Calendar

August 2015						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 24th - First day of school


June 8th - Last day of school


Required workdays - 6

Optional workdays - 8


Annual leave days - 10


Holidays - 12


 P/T conference day/half day for students

 Half day for students

 Oct. 23rd - End of 1st quarter

 Jan. 15th - End of 2nd quarter

 Mar. 24th - End of 3rd quarter

 June 8th - End of 4th quarter

All workdays/annual leave days should be considered opportunities for inclement weather make up days.

 Half day for students/staff development